



## DUTY STATEMENT

### POSITION INFORMATION

Classification Title	Administrative Assistant II
Position Number	415-001-5358-001
CB Identifier	R01
Working Title	Administrative Assistant
Division / Unit	Administrative Services / Executive Support
<b>Incumbent Name</b>	
Working Location	Auburn, CA
Supervisor/Manager	Amy Lussier, Deputy Executive Officer, Administration (DEOA)
Tenure	Permanent Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	No

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.**

### GENERAL DESCRIPTION

The reporting location for the Administrative Assistant II (AAll) position is at the Sierra Nevada Conservancy (SNC or Department) headquarters office in Auburn. Under general direction, the AAll performs varied administrative duties with a high degree of responsibility in a wide variety of consultative and analytical assignments. The AAll provides executive team support and participates in planning and conducting Board and other executive meetings and events. The AAll must demonstrate outstanding organizational, time management, and verbal and written communications skills, and must demonstrate discretion and confidentiality at all times.

### JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

**35% (E) – Executive Communications, Support, and Scheduling (Some duties may not be telework-eligible.)**

Supports the Executive Officer (EO), Chief Deputy Executive Officer (CDEO), and Deputy Executive Officer, Administration (DEOA) (executive team) in effective calendar and time management. Ensures priorities are reflected and important deadlines are met in daily activities. Maintains working schedules and calendars, acting as the point of contact among executives, employees, constituents, and other external partners. Provides departmental meeting support.

- Establishes and operates systems to manage information flow to and from the executive team in a prioritized, timely, and accurate manner.
- Actively manages executive team calendars, setting meetings based on priorities and reflecting current urgent needs.
- Prioritizes emails and phone calls; brings urgent and pending matters to the attention of the executive team.



- Assists executive team by being available for last minute requests in real time.
- Schedules and manages reservations for conference rooms, **works with support staff to ensure meeting room and equipment readiness, sets up video meetings using room technology.**
- Manages the executive team database of contacts and coordinates communications and commitments with each contact; tracks and analyzes new methods for effective group and network communications and makes recommendations for updates and changes.
- Cooperates with other agencies, groups, and individuals in connection with the coordination of departmental activities.
- **Staffs Executive Reception Desk directing visitors and meeting attendees during regular business hours.**

### **25% (E) – Correspondence and Special Projects**

Composes and prepares general correspondence for signature of the EO and other members of the executive and management teams. Conducts research and analysis in developing reports and internal policies and procedures, as assigned. Consults with the management team and advises the executive team on departmental programs to improve efficiencies and determine conformance with administrative policy; develops criteria for evaluating the effectiveness of departmental programs.

- Assesses, assigns, and responds to drills issued by the California Natural Resources Agency (CNRA) and the Governor's Office (GO). Posts and tracks due dates on relevant calendars.
- Independently gathers information and completes and submits the CNRA Bi-Weekly Report.
- Maintains the department's Letters of Support (LOS) policy, providing necessary policy updates as needed. Maintains LOS SharePoint Services site. Reviews LOS requests to ensure each request meets department policy requirements. Finalizes letters and submits them to EO for review and signature.
- Conducts special studies and investigations. Develops internal surveys to gather departmental input on various executive priorities and programs.
- Prepares PowerPoint presentations for meetings.
- Drafts talking points, biographies, and other materials for use by executives when attending and participating in conferences and panel discussions.
- Drafts and replies to general correspondence. Formats information for internal and external communication – letters, memos, emails, presentations, reports, ensures compliance with accessibility standards.
- Creates meeting agendas, follows up after management and executive team meetings and records action items. Makes assignments and tracks completion of action items resulting from departmental meetings.
- Coordinates internal event planning, including bi-annual All-Staff meetings.
- Proofs all written documents released from the executive office to ensure grammatical accuracy and compliance with the SNC Style Guide and the Americans with Disability Act (ADA) requirements.



### **15% (E) – Administrative Support**

Perform a variety of administrative tasks supporting the executive team, including planning and implementation of travel.

- Prepares, tracks, and completes out-of-state travel requests, coordinating with CNRA and the GO.
- Completes all travel planning including transportation, hotel accommodations, agenda development, coordination with organizations and individuals, and regular communications with all parties connected with the trip.
- Registers executive team for conferences; completes paperwork for participation; coordinates with conference contacts on details of attendance/participation.
- Prepares travel claims and completes monthly timesheets. Tracks expenses and Form 700 reporting requirements; prepares weekly, monthly, and quarterly reports.

### **10% (E) – Legal Team Support**

Provides general administrative support to the legal unit. Assists in the completion of standard legal forms and processes. Acts as the Public Records Act (PRA) Coordinator.

- Receives, distributes, tracks, and responds to PRA requests, in accordance with the California Public Records Act. Ensures timeliness in all responses.

### **10% (E) – Governing Board and Board Meeting Operations Support** (Some duties may not be telework-eligible.)

Works with Board Liaison to coordinate all executive and legal activities related to Board meeting development, implementation, and documentation. Provides back up support to Board Operations team.

- Facilitates and tracks communications between the executive team and Boardmembers.
- Schedules meetings, tracks and follows up on actions associated with Boardmembers and meetings.
- Coordinates executive review of all board meeting materials; ensures deadlines are met.
- Assists in the development of board/executive meeting agendas.
- Assists with travel and field trip arrangements for Boardmembers and staff.
- Acts as back up to and/or supports the Governing Board Liaison on-site in the conduct of Board meetings.

### **5% (M) – Miscellaneous Activities**

Responds to general calls and emails, attends, and presents at staff meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings, and attends monthly meetings and forums.

### **SUPERVISION RECEIVED**

The AAll is supervised by the DEOA but may receive assignments from other members of the management team.



## **SUPERVISION EXERCISED**

None.

## **ATTENDANCE**

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES** (from Class Specifications)

Knowledge of: Principles, problems, and methods of public and business administration, including organization and personnel and fiscal management; office management principles, methods, and procedures; administrative survey techniques and skill in their application; statistical and research methods.

Ability to: Think clearly and quickly and analyze and solve problems of organization and management; work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies; supervise the staff of an administrative office; establish and maintain cooperative working relationships; speak and write effectively.

Demonstrated capacity for assuming increasing responsibility, originality, open-mindedness, and tact.

## **OTHER INFORMATION**

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

## **WORK ENVIRONMENT**

The duties of this position are performed primarily indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional travel to area sites will require driving or riding in vehicles and may result in walking on uneven terrain and/or working in inclement weather conditions. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

## **TELEWORK ELIGIBILITY AND EXPECTATIONS**

This position is eligible for telework. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.



### **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

**Duties of this position are subject to change and may be revised as needed or required.**

### **EMPLOYEE ACKNOWLEDGEMENT**

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

### **SUPERVISOR ACKNOWLEDGEMENT**

**I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.**

Supervisor Printed Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_